DEPARTMENT OF SOCIAL SERVICES
44 P Street, Sacramento, CA 95814

January 30, 1998

COUNTY FISCAL LETTER (CFL) NO. 97/98-50

TO: COUNTY WELFARE DIRECTORS
                  COUNTY FISCAL OFFICERS
                  COUNTY AUDITOR CONTROLLERS
                  COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE
                  CLAIM (CEC) FOR THE JANUARY - MARCH 1998 QUARTER:
                  ADDITIONAL TIME STUDY INSTRUCTIONS

REFERENCE: CFL No. 97/98-40, dated December 18, 1997

This CFL provides time study instructions on the following new programs effective with the March 1998 quarter:

CalWORKs Transitional Services   **Page 3**

Noncustodial Parent Employment and Training Demonstration Project (NCP)   **Page 3**

Child Care Capacity Building Project   **Page 8**

In addition to the new program time study instructions, this letter provides corrections to the portions of the January - March 1998 quarter time study instructions, Program Code Descriptions (PCDs), and Staff Time Reporting Instructions (SSTRI) that were previously released in CFL No. 97/98-40, dated December 18, 1997. This CFL contains the following attachments:

- Revised pages 7, 8, and 15 of CFL No. 97/98-40, (please replace the original pages with the revised attachments);
- Revised Program Code Descriptions (PCDs) for the Social Services, CalWORKs, Other Public Assistance, and Child Care Functions;
- Revised Support Staff Time Reporting Instructions (SSTRI);
- *Duplicate, unrevised* copies of the Nonwelfare Function, Electronic Data Processing, and Staff Development PCDs; Time Study Form (DFA 10) and Support Staff Time Report (DFA 7).

- A table summarizing the time study code changes implemented during the March 1998 quarter.

The information contained in the attached revised PCDs and SSTRI supersedes that which was transmitted with CFL No. 97/98-40, therefore, please replace the applicable PCDs and SSTRI referenced above with those attached.

As is standard, information in **bold type** highlights those PCD revisions effective with the March 1998 quarter. Associated administrative cost claiming instructions will be addressed in the forthcoming March 1998 quarter claiming CFL.

The PCDs and SSTRI for use during the March 1998 quarter are:

Social Services	03/98 Revised
CalWORKs	03/98 Revised
Other Public Assistance	03/98 Revised
Child Care	03/98 Revised
Nonwelfare	03/98
Electronic Data Processing (EDP)	03/98
Staff Development	03/98
SSTRI	03/98 Revised

Time study forms for use during the March 1998 quarter are:

Time Study, DFA 10	03/98
Support Staff Time Report, DFA 7	03/98

I. **Social Services Function PCD Revisions**

PCD Date/Title Change

The reference to the quarter in the title of the PCD was changed from 3/98 to 3/98 Revised to indicate that it is the corrected PCD.

In-Home Supportive Services (IHSS) County Services Block Grant (CSBG)

Code 3300, In-Home Supportive Services (IHSS) County Services Block Grant (CSBG), was added to the Social Services Function; it was inadvertently omitted from the 3/98 PCD.

Child Welfare Services (CWS) - Minor Parent Services (MPS) (AB 908)

Code 5561, CWS-MPS (AB 908), has been added to the Social Services Function PCD. This code combines Code 8020, CWS-MPS (AB 908) and Code 5420,

2

CWS-MPS (AB 908). Code 8020 was previously located in the Employment Services Function for use by employment services workers. Code 5420 was located in the Social Services Function and previously was only for use by social service workers. Effective with the March 1998 quarter, all county staff have equal access to (time study) codes, therefore, two separate codes are no longer necessary. CWD staff performing CWS-MPS activities should time study to Code 5561, CWS-MPS (AB 908), in the Social Services Function.

II. CalWORKs Function PCD Revisions

PCD Date/Title Change

The reference to the quarter in the title of the PCD was changed from 3/98 to 3/98 Revised to indicate that it is the corrected PCD.

Referral Activities

The Time Study Staff section for workers (A.) and staff providing employment training services (B.) has been amended to include referrals for services activities.

Noncustodial Parent Employment and Training Demonstration Project (NCP)

All County Letter (ACL) No. 97-56, dated October 2, 1997, provided counties with information regarding the NCP. Code 6291, NCP, has been added to the CalWORKs Function to capture the activities associated with the NCP for the counties who are selected by the California Department of Social Services to participate in the project.

CalWORKs Transitional Services

All County Letter No. 97-72, dated October 29, 1997, informed counties that, if provided in a county plan, a county may continue to provide case management, services, and supportive services to certain employed recipients and former recipients. Specifically, a county may provide these transitional services to either a recipient of aid under CalWORKs not participating under Welfare-to-Work or a former recipient of CalWORKs who has received aid within the previous 12 months, if the recipient or former recipient is employed. The county may provide these services for up to the first 12 months of employment after the first day of employment, to the extent that the services (1) are not provided by the employer or the entity that arranged the job placement (if other than the county), (2) are not available from other sources, and (3) are needed for the individual to retain employment.

Additionally, any participant in on-the-job training who becomes ineligible for CalWORKs due to earned income, hours of work, or loss of income disregards,

3

will remain a participant in the program under the Welfare-to-Work activities for the duration of the on-the-job training assignment and will be eligible for supportive services for the duration of on-the-job training, provided this duration does not exceed the time limits otherwise applicable to the recipient.

Code 6311, CalWORKs Transitional Services, has been established to capture time spent performing case management activities for former recipients who are employed and have received aid within the previous 12 months and for participants in on-the-job training who become ineligible for CalWORKs due to earned income, hours of work, or loss of income disregards.

Code 6141, CalWORKs Eligibility

Code 2015, TANF Data Collection, was added to the list of prior codes captured under Code 6141, CalWORKs Eligibility; it was inadvertently omitted from the 3/98 PCDs.

Initial Eligibility Determinations for CalWORKs, Food Stamp, and Medi-Cal Programs

Based on the volume of county inquires received, the activity description for Code 6151, Initial Eligibility Determinations for CalWORKs, Food Stamp, and Medi-Cal Programs, has been expanded to provide further clarification.

CalWORKs - Jail Match (SB 1556)

Code 6101, CalWORKs - Jail Match (SB 1556), was incorrectly listed in the PCD as 6100 (however, it is correctly identified on page 9 of the time study CFL as Code 6101).

CalWORKs U.S. Residency Project

"CalWORKs" was added to the program title for Code 2630, U.S. Residency Project, as it was inadvertently omitted from the 3/98 PCD.

Cal-Learn Case Management

The bold type was removed from the first paragraph of the activity description for Code 6171, Cal-Learn Case Management. Because the activities have not been revised, they should not have been listed in bold type in the 3/98 PCDs.

Cal-Learn Administration

Code 2460, Cal-Learn Administration, has been renumbered to 6301. Code 6301 combines both deleted Code 2460, Cal-Learn Administration-Eligibility, and Code 4300, Cal-Learn Administration-Employment Services.

The activities for Code 4300, Cal-Learn Administration-Employment Services, were incorrectly included in the description for Code 6171, Cal-Learn Case Management. These activities should have been combined with those listed for Code 2460, Cal-Learn Administration-Eligibility. Consequently, the following activities were removed from the PCD for Code 6171, Cal-Learn Case Management, and added to Code 6301, Cal-Learn Administration:

> "...time spent determining good cause, deferral and exemption status; approving sanction/bonus recommendations; processing supportive services payments; authorization of and computation of bonuses; and preparation for hearings."

CalWORKs Program Integrity

Code 2730, Early Fraud Detection/Prevention Program (EFD/P) - AFDC, was removed from the list of prior codes for Code 6181, CalWORKs Program Integrity. It was incorrectly listed as one of prior codes that is now captured by Code 6181. Initially, Code 2730, EFD/P - AFDC, was established to capture Early Detection/Prevention Program activities for counties that had an approved plan, hence, were eligible to receive 100 percent federal and state (enhanced) funding. Since CalWORKs, 100 percent federal and state funding is no longer relevant, there is no longer a need for a separate code for funding purposes, and Code 2730 has been deleted. (Note: This distinction between ED/PP and EFD/P is not relevant for Code 3400, Early Fraud Detection/Prevention-Federal CalWORKs, which is solely for use by WFI and their first-line supervisors who have peace officer status.)

Welfare Fraud Activities

To clearly identify the codes which are reserved solely for Welfare Fraud Investigators (WFI) and their first line supervisors, the following statement was added to the PCD for Codes 3010, 3050, 3150, 3200, 3400, 3420, 3920, 3930, and 3940:

> " *Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.*"

Therefore, the following parenthetical note was deleted from the fraud section of the CalWORKs PCD:

> (NOTE: All CalWORKs Function fraud codes listed below are for use by only by WFI having peace officer status, however, this is not the case for all Fraud-related PCDs. Fraud codes reserved for use only by WFI are identified as such within each individual PCD effective with the March 1998 quarter.)

CalWORKs Fraud Inadvertently Omitted Codes

The following fraud codes, inadvertently omitted from the initial version of the CalWORKs Function PCD fraud section, have been added to the attached updated version (Note: Activities remain the same):

CODE
3920   FRAUD - CalWORKs AFIRM - LA COUNTY
3930   FRAUD - PAFS AFIRM - LA COUNTY
3940   FRAUD - CalWORKs AFIRM - EVALUATION

Welfare-to-Work Clarification

In the Welfare-to-Work section of the CalWORKs Function PCD (3/98 Revised), Code 4052, GAIN-Placement and Development Services, has been underlined (for emphasis) pertaining to the appropriate treatment of activities associated with this former GAIN Code.

Welfare-to-Work Post-Assessment: Community Service

The PCD for Code 6211, Welfare-to-Work Post-Assessment: Community Service, has been revised to include recipients participating in Community Service activities prior to reaching the 18 or 24 month time limit.

Inadvertently Omitted Code

The following code wase added to the CalWORKs Function PCD as it was inadvertently omitted from the 3/98 PCD (Note: Activities remain the same):

CODE
4920   GAIN-JOBS BASIC EDUCATION STUDY (RIVERSIDE COUNTY)

II.   **Other Public Assistance Function PCD Revisions**

PCD Date/Title Change

The reference to the quarter in the title of the PCD was changed from 3/98 to 3/98 Revised to indicate that it is the corrected PCD.

Referral Activities

The Time Study Staff section for workers (A.) has been amended to include referrals for services activities.

Refugee Resettlement Program (RRP) Medical

The activity description for Code 3501, RRP Medical, has been amended to include the program eligibility language inadvertently omitted in the 3/98 PCD which states that recipients of RRP services must be "time-eligible" refugees.

Code 3531, Nonallocable

Code 3531, Nonallocable, was added to the Other Public Assistance Function PCD to capture nonallocable activities.

Inadvertently Omitted Codes

The following codes were added to the Other Public Assistance Function PCD as they were inadvertently omitted from the 3/98 PCD (Note: Activities remain the same):

CODE
4780   REFUGEE EMPLOYMENT SOCIAL SERVICE
4800   REFUGEE TARGETED ASSISTANCE

Code 3481, OCOP/GR Non-EDP

Within the activity description for Code 3481, OCOP/GR Non-EDP, Code 3421 was incorrectly referenced for Program OCOP/GR time study purposes. The correct reference has been changed to Code 3521.

Welfare Fraud Activities

In order to clearly identify the codes reserved solely for use by WFI and their first line supervisors, the following statement was added to the PCD for Codes 3100, 3340, and 3410:

"*Note: This code is reserved solely for WFI and their first-line supervisors who have peace officer status.*"

Code 3471, NAFS-Quality Control

The description for Code 3471, NAFS-Quality Control, was amended to include the prior code reference detail, inadvertently omitted from the 3/98 PCD, indicating that Code 3471 replaced Code 2105, NAFS - Quality Control.

<u>Code 3410, EFD/P - NAFS</u>

To distinguish <u>Code 2750, EFD/P - NAFS</u> from <u>Code 3410, EFD/P - NAFS</u>, "WFI" was added to the program title for <u>Code 3410, EFD/P - NAFS</u> to indicate that it is the code solely for Welfare Fraud Investigators (WFI) and their first-line supervisors who have peace officer status.

<u>Systematic Alien Verification for Entitlements (SAVE) Program - Medi-Cal</u>

Code 2710, <u>Systematic Alien Verification for Entitlements (SAVE) Program - Medi-Cal</u>, has been retitled to "<u>SAVE - Medi-Cal</u>." The code number listed was also revised to 2710, as it was incorrectly listed as 2680 in the 3/98 PCD.

III.   <u>Child Care Function PCD Revisions</u>

<u>PCD Date/Title Change</u>

The reference to the quarter in the title of the PCD was changed from <u>3/98</u> to <u>3/98 Revised</u> to indicate that it is the corrected PCD.

<u>Child Care Capacity Building Program</u>

ACL No. 97-83, dated December 31, 1997, provided counties with information about the Child Care Capacity Building Program and CFL 97/98-43, dated December 29, 1997 provided the Child Care Capacity Program allocation. <u>Code 9061, Child Care Capacity Building Program</u>, has been established to capture the activities associated with the Child Care Capacity Building Program, including all activities associated with capacity building for both licensed and license-exempt providers that best meet local child care needs. The focus will be on recruitment; providing incentives for participants to become licensed; quality improvement; supportive efforts to improve communications with providers; and related ongoing coordination.

<u>Cal-learn Child Care</u>

Code <u>9091, Cal-learn Child Care</u>, has been added to the Child Care Function PCD. This code combines <u>Code 4330, Cal-Learn Child Care Administration</u>, (from the prior Employment Services Function) and <u>Code 2470, Cal-Learn Child Care Administration</u> (from the prior Eligibility Function). Code 4330 was previously located in the Employment Services Function for use by employment services workers. Code 2470 was located in the Eligibility Function for use by eligibility workers. Since all county staff now have equal access to (time study) codes, two separate codes are no longer needed. CWD staff performing Cal-Learn Child Care activities should time study to <u>Code 9091, Cal-learn Child Care</u>, in the Child Care Function.

8

<u>Code 4580, Non-GAIN Education and Training (NET) Child Care Administration (Miller), and Code 2490, California Alternative Assistance Program (CAAP)</u>

The references on the last page of the originally issued Child Care Function PCD to <u>Code 4580, Non-GAIN Education and Training (NET) Child Care Administration (Miller)</u>, and <u>Code 2490, California Alternative Assistance Program (CAAP)</u>, being repealed were deleted from the Revised PCD. The information was included in the original PCD in error. Language was provided on page 17 of the Time Study Instruction CFL No. 97/98-40.

<u>Stage One Child Care</u>

<u>Code 4580, Non-GAIN Education and Training (Net) Child Care Administration (Miller)</u>, has been added to the list of prior codes under <u>Code 4531, Stage One Child Care</u>.

<u>Child Care Trustline</u>

<u>Code 9021, Child Care Trustline</u>, has been revised to clarify that the Trustline activities under CalWORKs child care are for Stage One Child Care only.

<u>Code 9081, Nonallocable</u>

<u>Code 9081, Nonallocable</u>, was added to the Child Care Function PCD to capture nonallocable activities.

IV.   <u>SSTRI Revisions</u>

<u>SSTRI Date/Title Change</u>

The reference to the quarter in the title of the SSTRI was changed from <u>3/98</u> to <u>3/98 Revised</u> to indicate that it is the corrected SSTRI.

<u>Section II Additions</u>

<u>Item G, Function(s)</u>, and <u>Item H, Multifunction</u>, were added to <u>Section II, Benefiting Level</u>. They had been inadvertently omitted from the prior version. Please note that the PCD no longer lists each possible combination of functions under Multifunction because under the new claim structure there are 25 combinations. Staff should simply enter the particular combination that they are working.
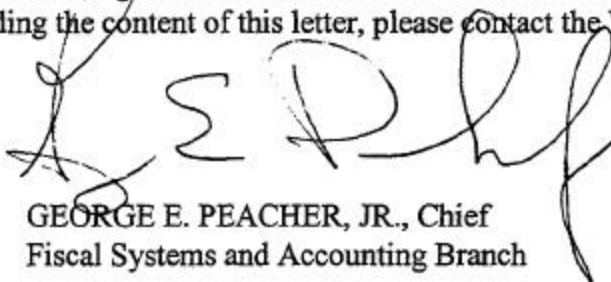
V.   Time Study CFL No. 97/98-40 Revisions

Page 7 was revised to reflect the addition of Code 2015, TANF Data Collection to the list
of prior codes captured under Code 6141, CalWORKs Eligibility; it was
inadvertently omitted from the prior version. Please replace the original page 7
with the revised page 7 provided in the Attachment.

Page 8 was revised to reflect the deletion of Code 2730, Early Fraud Detection/
Prevention Program (EFD/P) - AFDC from the list of prior codes for Code 6181,
CalWORKs Program Integrity. Please replace the original page 8 with the revised
page 8 provided in the Attachment.

Page 15 was revised to reflect the new code, Code 9091, Cal-Learn Child Care. As
indicated above, Code 3440, Cal-Learn Child Care Administration (previously in
the Employment Services Function) was combined with Code 2470, Cal-Learn
Child Care Administration, (previously in the Eligibility Function) to form Code
9091, Cal-Learn Child Care in the Child Care Function. Please replace the
original page 15 with the revised page 15 provided in the Attachment.

Counties should use the revised DFA 10 and DFA 7 time reporting forms to report
caseworker and support staff hours, respectively. Caseworkers are reminded to use revised
program codes distributed with this CFL. Support staff may likewise use these codes and/or
functional, or multifunctional names, as entered on the DFA 7. The use of functional/
multifunctional *names* remains consistent with historical DFA 7 reporting methodology
requirements. The Fiscal Policy Bureau will continue to examine reasonable alternatives to ease
the burden that some support staff may experience in categorizing their time to specific codes
under the revised time study structure.

We apologize for any inconvenience resulting from these additional instructions and
revisions. If you have any questions regarding the content of this letter, please contact the Fiscal
Policy Bureau at (916) 657-3440.

GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

Attachments

c: CWDA

**Revised
Time Study Letter Pages
[Pages 7, 8 and 15]**

**Please Replace The Original
Pages 7, 8 and 15
With These**

B.   CalWORKs Eligibility

ACL No. 97-65, and ACL No. 97-66, both dated October 29, 1997, provided counties with CalWORKs Program eligibility and financial provisions. Effective with the March 1998 quarter, Code 6141, CalWORKs Eligibility, has been established to capture staff time spent performing CalWORKs eligibility determinations and diversion activities. Staff performing CalWORKs-specific intake *and* continuing eligibility determination should report time to this code. Due to the establishment of Code 6141, the following AFDC Eligibility codes have been deleted effective this quarter:

CODE
2011   AFDC-FG/U INTAKE
2013   AFDC-FG/U CONTINUING
2015   TANF DATA COLLECTION

NOTE: Caseworkers performing initial eligibility determination activities that are *common* to CalWORKs, Food Stamp, *and* Medi-Cal programs should not be reported to Code 6141. Any activities common to all three programs should be reported to Code 6151, Initial Eligibility Determination for CalWORKs, Food Stamp and Medi-Cal Programs. Activities *specific to a program; e.g.,* Food Stamps or Medi-Cal, should be reported to the appropriate PCD, Code 3431, Nonassistance Food Stamp (NAFS) Eligibility, or Code 2151, Medi-Cal Intake, respectively.

C.   Nonfederal CalWORKs Eligibility

Code 6161, Nonfederal CalWORKs Eligibility, has been established to capture staff time spent on continuing eligibility determination and grant maintenance functions for nonfederal CalWORKs participants (e.g., legal aliens ineligible under TANF guidelines but eligible for CalWORKs). Note: Initial eligibility determination activities continue to be federally-eligible until final status of client is known.

D.   Cal-Learn Case Management

Code 6171, Cal-Learn Case Management, has been established to capture the activities previously reported to the following code which has been deleted effective this quarter:

CODE
4310   Cal-Learn Case Management

E.   CalWORKs Program Integrity

Code 6181, CalWORKs Program Integrity, has been established to capture activities previously recorded to the following codes which have been deleted effective this quarter:

CODE
2080   AFDC Administrative Hearings
2650   Early Detection/Prevention Program (ED/PP) - AFDC

F.   CalWORKs Fraud Activities

ACL No. 97-69, dated October 29, 1997, provided counties with instructions regarding CalWORKs penalty requirements. Effective this quarter, fraud activities previously associated with AFDC and Public Assistance Food Stamp (PAFS) cases have been shifted to the CalWORKs Function, consequently, the codes listed below have been renamed to reflect CalWORKs Program association. The following codes, as renamed, remain for use only by Welfare Fraud Investigators holding peace officer status under Penal Code Section 830:

CODE

3010   CalWORKs Fraud
3050   Nonfederal CalWORKs Fraud
3150   Federal CalWORKs and FS Fraud
3200   Nonfederal CalWORKs and FS Fraud
3400   Early Fraud Detection Prevention (EFD/P) - CalWORKs
3420   EFD/P - CalWORKs and FS

G.   California Work Pays Demonstration Project (CWPDP)

In November 1997, Alameda, Los Angeles, San Bernardino, and San Joaquin research counties were informed of the end of the five year AFDC-CWPDP. Participants will be transitioned into the CalWORKs program on January 1, 1998. Counties must continue to track and report data on the AFDC control and experimental cases to the data collection contractor, UC DATA, for purposes of a final impact study. In addition, the Cal-Learn portion of the CWPDP will continue through September 1999. Therefore, with the implementation of CalWORKs, counties should report CWPDP activities to Code 6191, CalWORKs CWPDP Control, which has been established to replace the following codes which have been deleted effective this quarter:

CODE
2901   AFDC-Intake-CWPDP Control
2903   AFDC-Continuing-CWPDP Control

enabling them to eliminate child care barriers. Counties should refer to the Child Care Function PCD for additional, more detailed activity descriptions. ..

A.   Stage One Child Care

Effective January 1, 1998, the CDSS will supervise CWD management of Stage One child care. TANF is the funding source for Stage One child care. Stage One is available to eligible persons when they first enter the CalWORKs program. Activities generally remain unchanged from those performed for GAIN Child Care Administration (Program Code 4531), however, with implementation of AB 1542, counties will no longer be required to calculate child care payment and registration fees within the 75th percentile Regional Market Rate (RMR) ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care, at 1.5 times the standard deviation above the mean market rate (EC Section 8357[a]). Please refer to ACL 97-39, dated July 17, 1997, for 1997 RMR and instructions included in Stage One child care.

Code 4531, GAIN Child Care Administration, has been renamed Stage One Child Care and shifted from the former Employment Services Function to the Child Care Function to capture Stage One child care activities.

B.   Stage One Transitional Child Care - Other

Code 9001, Stage One Transitional Child Care - Other, has been established to capture the activities associated with Stage Two participants who continue to be served by the CWD, due to a lack of Stage Two Child Care slots, and remain in Stage One. Transitional Child Care (TCC) recipients whose income is at or below 75 percent of the State Median Income may be served in Stage One, if no CDE funded slots are available. Therefore, to capture information to accommodate related policies issued by CDE in its November 1997 Management Bulletin No. 97-32, counties should flag cases that have TCC recipients who will be receiving child care in Stage One as of January 1, 1998. These cases should be flagged until June 30, 1998.

C.   Cal-Learn Child Care

Code 9091, Cal-Learn Child Care, has been established to capture activities previously reported to Code 4330, Cal-Learn Child Care Administration, and Code 2470, Cal-Learn Child Care Administration, both of which have been deleted. Activities generally remain unchanged. However, with implementation of AB 1542, counties will no longer be required to calculate child care payment and registration fees within the 75th percentile RMR ceiling. Effective January 1, 1998, counties will be reimbursed up to the maximum payment rate for all actual CalWORKs child care at 1.5 times the standard deviation above the mean market rate. Please refer to ACL 97-39 for 1997 RMR ceiling information.

I.   GENERAL FUNCTION DEFINITION

Any activity related to achieving or maintaining economic self growth to prevent, reduce, or eliminate dependency; preventing or remedying neglect, abuse, or exploitation of children and adults; preserving, rehabilitating or reuniting families; preventing or reducing inappropriate institutional care by providing for community-based care, home-based care, or other forms of less intensive care; and providing services to individuals in institutions.

II.   GENERAL INSTRUCTIONS FOR COMPLETING THE TIME STUDY

A.   Complete the time study on a continuous basis throughout the day.

B.   Round hours to the nearest quarter hour.

C.   CURRENT METHODOLOGY: Record the total hours worked for each day; do not record overtime (OT) and compensating time off (CTO) hours worked in the total hours for the day. When CTO is used, record the time to the program or activity in which it was earned. If the county does not have a system in place to track CTO to the program in which it was earned, CTO may be recorded as nonallocable when used.

OPTIONAL METHODOLOGY FOR USE BY COUNTIES ELECTING TO DIRECT CHARGE OT AND CTO TO THE PROGRAM LEVEL: Record the total hours worked for each day; do not record OT and CTO hours worked in the total hours for the day. When CTO is used, record the time to the program which <u>caused</u> the overtime. If the county does not have a system in place to track CTO to the program that <u>caused</u> the overtime, CTO may be recorded as nonallocable when used.

D.   Record travel time to the program with which it is associated.

E.   Record breaks; dock, furlough, and leave without pay time; holidays; jury duty; military leave; sick leave; and vacation as nonallocable. Lunch and normal days off are not recorded.

F.   Record time spent in continuing training to the associated program; if not identifiable to a program, record as nonallocable.

G.   Record quality assurance **and program integrity** activities to the associated program.

1

H.   Record time for conferences and staff meetings to the associated program or function; if not identifiable to either, record as nonallocable.

I.   The total allocable and nonallocable hours recorded for each day must equal the total assigned routine work hours, as defined by the county welfare department.

J.   Caseworkers who perform both casework and administrative activities on an ongoing basis, in the normally-assigned function, will record the administrative activity **to nonallocable.**

K.   First-line supervisors of caseworkers record their nonallocable time and any direct time spent on casework activity on a daily basis. Time spent on supervision is allocated to the appropriate programs at the end of the time study period based on the allocable time of their staff.

III.   TIME STUDY STAFF

Staff performing the activities listed below are required to record time to the Social Services programs; staff who are not listed must obtain prior authorization from CDSS to record casework time to Social Services programs.

A.   Caseworkers performing social services activities specified in the program descriptions below;

B.   Staff performing Adoptions and appeals activities;

C.   First-line supervisors of the staff listed in A and B above.

The criteria for the Skilled Professional Medical Personnel (SPMP) are as follows:

    a.   Must have completed a two year or longer program leading to an academic degree or certificate in a medically-related profession;

    b.   Must possess a medical license or certificate issued by a recognized national or state medical licenser or certifying national or state medical licenser or certifying organization, or a degree in a medical field issued by a college or university certified by a professional medical organization (e.g., registered nurse);

    c.   Must be in a position that requires their professional medical knowledge and skills as evidenced by position descriptions, job announcements, or job classifications; and

    d.   Must be CWD or other county agency staff contracted to perform allowable activities.

NOTE: *"Caseworkers"* are CWD staff who perform activities which benefit public assistance recipients. Caseworker activities may include any of the following: case management, the determination of eligibility for grants and services, grant maintenance, needs assessment, arranging for and providing employment training services or social services, and welfare fraud investigations. Manual of Polices and Procedures (MPP) 25-810.4.

IV. CODE DEFINITIONS

CODE 1020   IHSS - SPMP

Includes the following activities for welfare staff meeting the SPMP requirements:

1.   A physician completing the certification that an IHSS recipient needs personal care services.

2.   A registered/public health nurse reviewing the case, reviewing the services authorized by the social worker as outlined in the Needs Assessment, reviewing the certification of medical necessity for consistency with the authorized services, providing consultation on the recipient's service needs, monitoring the recipient's condition and effectiveness of the client's Personal Care Services Program (PCSP) services, providing expert medical opinions related to the treatment plan, and liaison activity with service providers and other agencies that provide medical care on the medical aspects of PCSP.

3.   Performing selected activities to help IHSS recipients who are Medi-Cal eligible to gain access to Health Related (HR) services in order to reduce their risk of poor health outcome. These activities include, but are not limited to the development, implementation and management of HR service plans; referrals to other agencies and programs for the assessment, evaluation, or treatment of HR needs; interagency coordination and liaison with providers of HR services to improve the service delivery system; and informing and anticipatory guidance about the causes, and prevention and remediation of HR needs.

CODE 1030   IHSS - PCSP

Includes development, implementation, and management of the plan of treatment; referrals to other agencies and programs; determining third-party insurance coverage; referring IHSS-PCSP recipients to potential individual providers to assist them in selecting a provider; transporting or accompanying recipients to obtain services related to personal care; obtaining a doctor's certificate; making eligibility determinations and redeterminations for IHSS-PCSP; statistical reporting; voter registration activities; and processing provider grievances.

CODE 1031 <u>IHSS - HEALTH RELATED (HR)</u>

Includes explaining, arranging for, and authorizing IHSS services when such activities are HR and provided to Medi-Cal eligible IHSS recipients; computation of any share of cost; development, implementation, and management of plans of treatment; outreach activities to inform IHSS Medi-Cal eligible recipients of available services and programs; providing assistance to eligible recipients to access needed HR services; and statistical reporting. This code applies to all HR activities on non-PCSP cases.

CODE 1032 <u>IHSS SUPPORTED INDIVIDUAL PROVIDERS (SIP) - PCSP</u>

Includes time spent assisting IHSS-PCSP recipients in selecting an individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services related to personal care.

CODE 1033 <u>IHSS SIP - HR</u>

Includes time spent assisting IHSS-Non PCSP eligible recipients in selecting an individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 1040 <u>IHSS - NON-HR/NON-PCSP</u>

Includes IHSS activities not eligible for Title XIX funding. These activities are related to non-HR activities on non-PCSP cases. Includes time spent explaining IHSS program benefits to applicants/recipients; explaining employee and employer responsibilities; assessing service needs; development implementation and management of plans of treatment; implementation activities for any IHSS court cases; processing a claim form and calculating the benefits related to a court case ruling; data input of claims; preparing reports; participation in case reviews and audits; voter registration activities; appeals, case dictation, and statistical reporting.

CODE 1041 <u>IHSS SIP - NON-HR/NON-PCSP</u>

Includes time spent assisting IHSS Program recipients not eligible for federal Medi-Cal funding, including non-PCSP recipients, in selecting an individual provider(s); assisting and training the recipient in the supervision of their individual provider(s); and the actual transporting or accompaniment of the recipient to services.

CODE 3300   **IN-HOME SUPPORTIVE SERVICES (IHSS) COUNTY SERVICES BLOCK GRANT (CSBG)**

Includes fraud activities related to IHSS (CSBG) performed by Welfare Fraud Investigators and their first-line supervisors who have peace officer status under Penal Code Section 830.

CODE 1130   CSBG-SPMP

Includes time spent by SPMP performing selected activities to help adult clients who are Medi-Cal eligible to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to the development, implementation and management of health related service plans; referrals to other agencies and programs for the assessment, evaluation, or treatment of health related needs; interagency coordination and liaison with providers of health related services to improve the service delivery system; informing and anticipatory guidance about the causes, prevention, and remediation of health related needs.

CODE 1140   CSBG - HR

Includes time spent performing activities to help adult CSBG recipients, who are Medi-Cal eligible, to gain access to medical services and attain and/or maintain a favorable physical or mental health condition by assisting the recipient in identifying and understanding their health needs.

This includes performing or assisting the eligibility worker in the determination or documentation of the recipient's Medi-Cal eligibility; development, implementation, and management of health plans; outreach activities to Medi-Cal eligible or potentially eligible persons about available services and programs; referrals to other agencies and programs for health needs; providing assistance to eligible recipients to access needed health related services; and statistical reporting.

CODE 1150   COUNTY SERVICES BLOCK GRANT (CSBG)

Includes time spent performing activities not eligible for Title XIX funding for adult CSBG recipients. This includes information and referral activities, adult protective services, out-of-home care for adults, and optional services funded under CSBG.

CODE 1170   ADOPTIONS - CASE MANAGEMENT

Include activities directed to a child in adoptive placement or activities immediately preceding an adoptive placement, such as a child adoptability assessment, adoptive applicant screening, and home study. Also, use for activities generally supportive of the county's adoption program. (SEE CWS CASE MANAGEMENT EXAMPLES.)

CODE 1180   INDEPENDENT ADOPTIONS

Includes independent adoption activities.

CODE 1250   ADOPTIONS - TRAINING

Training activities include the following for all elements of the Adoptions Program:

- Preparing for or providing training to CWD staff.
- Participating in continuing training received after induction training.
- Participating in short-term training provided by outside agencies. Participating in training conferences.
- Providing training to current or prospective adoptive parents or to adoption agency staff.

CODE 1350   SSI/SSP - OUT-OF-HOME CARE

Includes determining and certifying the need for out-of-home care for an SSI/SSP applicant or recipient who resides in an unlicensed home. This activity must be initiated by the Form SSP 22.

CODE 1400   RRP - CWS

Includes time spent arranging and providing the following services to eligible refugees in support of a CWS plan:

- Information and referral services.
- Outreach services, including activities designed to familiarize refugees with available services, explain the purpose of these services, and to facilitate access to these services.

Social adjustment services including:

1.   Emergency services as follows: assessment and short term counseling to persons or families in a perceived crisis, referral to appropriate resources, and making arrangements for necessary services.

6

2.   Health-related services as follows: information, referral to appropriate resources, assistance in scheduling appointments and obtaining services, and counseling to individuals or families to help them understand and identify their physical and mental health needs and maintain or improve their physical and mental health.

3.   Home management services as follows: formal or informal instruction to individuals or families in management or household budgets, home maintenance, nutrition, housing standards, tenants' rights, and other consumer education services.
- Day care for children.
- Transportation.
- Translation and interpretation services.
- Case management services.

CODE 1410   RRP - CSBG

Includes the same activities specified for Code 1400 except activities identified to Code 1410 must be provided to eligible refugees in support of a service plan directed at goals other than Employability or CWS.

CODE 1420   RRP - UNACCOMPANIED MINORS

Includes the provision of CWS to unaccompanied Refugee and Cuban Haitian entrant minors.

CHILD WELFARE SERVICES (CWS)

REFERENCE

CASE MANAGEMENT
means a service-funded activity performed by a social worker which includes assessing the child's/family needs, developing the case plan, monitoring progress in achieving case plan objectives, and ensuring that all services specified in the case plan are provided.
MPP 31-002(c)(1)

CASE PLAN
means a written document which is developed based upon an assessment of the circumstances which required child welfare services intervention; and in which the social worker identifies a case plan goal, the objectives to be achieved, the specific services to be provided, and case management activities to be performed.
MPP 31-002(c)(2)

PUBLIC LAW # 96-272 requires developing a case or services plan for a child including initial plan, and comprehensive reunification plan. Additional reference Public Law #101-239.

COUNSELING

means assisting the child and his/her family to analyze and better understand the situation; select methods of problem-solving; identifying goals; and explore alternative behavior. MPP 31-002(16)

VOLUNTARY FC PROGRAM

Senate Bill 1125, Chapter 1203, Statutes of 1991, provided for federal financial participation for children voluntarily place in foster care and current federal reporting requirements require separate identification of these expenditures. (County Fiscal Letter Number 92/93-40, dated March 2, 1993.)

CODE 1380   CWS-SPMP

Includes selected activities to help children who are Medi-Cal eligible, including children in foster care and Seriously Emotionally Disabled children, to gain access to health related services in order to reduce their risk of poor health outcome. These activities include, but are not limited to, the development, implementation and management of health related service plans; referrals to other agencies and programs for the assessment, evaluation or treatment of health related needs; interagency coordination and liaison with providers to health-related services to improve the service delivery system, and in-depth informing and anticipatory guidance about the causes, prevention and remediation of health related needs; completing, updating, and disseminating any paperwork necessary to the completion of these activities; and receiving or providing health related training.

NOTE: If these activities are performed by a person not qualifying as SPMP, record the time to Program 144. SPMP performing non-enhanced health related activities also record this time to Program 144.

CWS - PREPARATION FOR ELIGIBILITY DETERMINATION

Includes activities related to preparing for the determination of a child's eligibility for the Foster Care, or Adoption Assistance Program, not the actual eligibility determination, e.g.:

- Gathering and verifying information used by the Eligibility Worker in regard to income, parental deprivation, resources, social security numbers, birth certificates, and child support.
- Filling out and processing necessary forms.
- Providing information to determine eligibility for other financial benefits such as SSI, VA, or Black Lung.
- Querying systems, records, and other staff for current AFDC status.
- Making court recommendations for support, requesting such court action and completing court orders.
- Preparing and participation in program audits.
- Travel time associated with any of the above activities.

Identify activities to the component.

    CODE 1431 EMERGENCY RESPONSE SERVICES
    CODE 1432 FAMILY MAINTENANCE SERVICES
    CODE 1433 FAMILY REUNIFICATION SERVICES
    CODE 1434 PERMANENT PLACEMENT SERVICES

CWS - HR FOR MEDI-CAL ELIGIBLE CHILDREN

Any activity to help children who are Medi-Cal eligible, including all foster and SED children, to gain access to medical services and/or to attain or maintain a favorable physical or mental health condition by assisting them in identifying and understanding their health needs or securing and utilizing treatment and health maintenance services. Such activities include, but are not limited to, performing, assisting the eligibility worker in, or assisting the parent of the child in applying for determination or documentation of Medi-Cal eligibility for children; development, implementation and management of health plans; referrals to other agencies and programs for health needs; statistical reporting; outreach activities to Medi-Cal eligible or potential eligibles about available services and programs; and liaison activities with medical providers.

Identify activities to the component.

    CODE 1441 EMERGENCY RESPONSE PROGRAM
    CODE 1442 FAMILY MAINTENANCE PROGRAM
    CODE 1443 FAMILY REUNIFICATION PROGRAM
    CODE 1444 PERMANENT PLACEMENT PROGRAM

CWS - TRAINING

Training activities include the following for all elements of the CWS program:

- Preparing for or providing training to staff.
- Participating in continuing training received after at least five consecutive days of induction training.
- Participating in training conferences or short-term training provided by outside agencies of less than four weeks.
- Providing training to current or prospective foster parents and to staff of foster family agencies.
- Travel time associated with any of the above activities.

Identify activities to Code 1450.

- Monitoring progress in meeting case plan objectives and updating the case plan.
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative reviews.
- Recruitment activities, developing and distributing resource material, consulting and coordinating with service providers and community based organizations.
- Activities that are directed towards enhancing, expanding or supporting the county's program of preventive services or out-of-home care.
- <u>Do not include</u> court document preparation or petition filing - these are code 147, CWS-Court Related activities.
- Travel time associated with any of the above activities.

Identify activities to the component.

    CODE 1481 EMERGENCY RESPONSE SERVICES
    CODE 1482 FAMILY MAINTENANCE SERVICES
    CODE 1483 FAMILY REUNIFICATION SERVICES
    CODE 1484 PERMANENT PLACEMENT SERVICES

CODE 1540   <u>CWS-CASE MANAGEMENT: VOLUNTARY FOSTER CARE PROGRAM</u>

    Includes activities directed to a specific child when the child is voluntarily placed in foster care.

- Refer to activities identified in CWS-Case Management.

CODE 2230   <u>EMERGENCY ASSISTANCE (EA) CHILD WELFARE SERVICES (CWS) - ELIGIBILITY</u>

    Includes eligibility determinations, screening for prior EA episode, approvals, denials, authorization actions, and issuance of notices.

<u>FAMILY PRESERVATION PROGRAM</u>

CODE 1590   <u>FAMILY PRESERVATION PROGRAM-SPMP</u>

    Refer to Code 1380, CWS-SPMP, for description of activities.
    Note: SPMP performing non-enhanced activities use Code 1680.

CODE 1680   <u>FAMILY PRESERVATION PROGRAM - HR</u>

    Refer to Program 144, CWS-HR for Medi-Cal Eligible Children, for description of activities.

CODE 1740   FAMILY PRESERVATION PROGRAM - TRAINING

Refer to Program 145, CWS-Training, for description of activities.

CODE 1750   FAMILY PRESERVATION PROGRAM - SERVICES/NONFEDERAL

Refer to Program 146, CWS-Services, for description of activities.

CODE 1770   FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: PREVENTIVE SERVICES

Refer to Program 148, CWS-Case Management, for description of activities.

CODE 1790   FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: FOSTER CARE

Refer to Program 148, CWS-Case Management, for description of activities.

CODE 1500   EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. Does not include information and referral activities performed by eligibility workers.

CODE 1550   FOSTER FAMILY LICENSING

Includes recruitment, study, certification, licensing, and approval of foster family homes for children; recertification, renewal, suspension, revocation, and complaint investigation actions affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities.

CODE 1570   LICENSING - DAY CARE

Includes the provision of licensing requirements to facilitate the development of new family day care homes; evaluation and verification of the application, including the required onsite evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes.

CODE 1580   FOSTER FAMILY LICENSING - TRAINING

Includes the following training activities for the Foster Family Licensing Program:

- Preparing and providing training to prospective foster parents on foster family home licensing requirements.
- Participating in continuing training received after induction training.
- Participating in short term training provided by outside agencies.
- Participating in training conferences.

CODE 1600   CHILD CARE AND DEVELOPMENT PROGRAM

Includes eligibility determination, service arrangement, and associated case management for child care provided under the standard agreement between the county and California Department of Education.

CODE 1670   CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)

Includes the provision of services for child abuse and intervention.

CODE 1820   INDEPENDENT LIVING PROGRAM (ILP) - CASE MANAGEMENT

Includes ILP case management activities for children: assessing the need for ILP services, developing the ILP service plan, and referring the child to services.

CODE 1840   ILP - SERVICES

Includes the provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, the acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services.

CODE 5040   AB 2129 Foster Parent Training

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

CODE 5060   AB 2129 Foster Parent Recruitment

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with the recruitment activities.

CODE 5131   EA-ER APPLICATION COMPLETION

Includes time spent completing the EA-ER application. Time spent obtaining the parents signature on the EA application may be included.

CODE 5132   EA-ER TRAINING

Includes time spent preparing for and providing EA-ER training for staff.

CODE 5134   EA-ER REFERRALS

Includes time spent receiving emergency referrals, assessing whether the referral is a child welfare services referral, completing the ER protocol, and investigating the emergency allegations, including the collateral contacts. Also includes time spent closing those cases in which the allegations are unfounded. For those cases in which the allegations are not unfounded, includes time spent in investigation activities, including reporting to the Department of Justice and noticing the parents regarding the temporary custody of the child.

FAMILY PRESERVATION AND SUPPORT PROGRAM (FPSP)

CODE 5150   FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain the safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

CODE 5160   FAMILY SUPPORT SERVICES

Family Support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

CODE 5230   OPTIONS FOR RECOVERY RECRUITMENT

Program Code 5230, Options for Recovery Recruitment, has been established to capture time spent performing Foster Parent recruitment activities for the Options for Recovery Program.

CODE 5330   FFA-SAN MATEO COUNTY

This program code has been established to capture time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County only.

CODE 5561   CWS-MPS (AB 908)

A home visiting model of supportive services provided to minor parents and their child(ren) to assist them in creating a healthy and safe environment. MPS activities include: Provision of in-home based services, in-home visits, on-going assessments of the minor parent and his/her child(ren), and referrals to appropriate community services.

PRIOR CODES:
5420   CWS-MPS (AB 908)
8020   CWS-MPS (AB 908)

CODE 5440   CWS-MINOR PARENT INVESTIGATIONS (MPI) (AB 908)

This program code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigations activities include:

1. Completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect, and returning the CA 25s to the eligibility worker indicating the results of the investigation;
2. Completing an in-person assessment of the minor parent and his/her child(ren);
3. Developing a safety plan that will include MPS for the minor parent and his/her child(ren); and
4. Referral of minor parent to other available services.

CODE 5500   NONALLOCABLE

Includes vacation, breaks, sick leave, jury duty, holidays, and any other paid time-off; also include dock, furlough, and leave without pay time.

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO TIME STUDY CODES - SORTED BY OLD CODE NUMBER

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
1900	OCOP/GR - Social Services	Social	**3521**	**OCOP/GR**	**Other PA**
2011	AFDC-FG/U-Intake	Elig	**6141**	**CalWORKs Eligibility**	**CalWORKs**
2013	AFDC-FG/U-Continuing	Elig	**6141**	**CalWORKs Eligibility**	**CalWORKs**
2015	TANF Data Collection	Elig	**6141**	**CalWORKs Eligibility**	**CalWORKs**
2040	AFDC - IEVS	Elig	NC	**CalWORKs - IEVS**	**CalWORKs**
2051	AFDC-FC - Intake	Elig	**3451**	**AFDC Foster Care Eligibility**	**Other PA**
2053	AFDC-FC - Continuing	Elig	**3451**	**AFDC Foster Care Eligibility**	**Other PA**
2061	AFDC-FC - Intake - Voluntary	Elig	**6131**	**AFDC Foster Care Eligibility - Voluntary Program**	**Other PA**
2063	AFDC-FC - Continuing - Voluntary	Elig	**6131**	**AFDC Foster Care Eligibility - Voluntary Program**	**Other PA**
2080	AFDC Administrative Hearings	Elig	**6181**	**CalWORKs Program Integrity**	**CalWORKs**
2101	NAFS-Intake	Elig	**3431**	**NAFS Eligibility**	**Other PA**
2103	NAFS-Continuing	Elig	**3431**	**NAFS Eligibility**	**Other PA**
2105	NAFS-Quality Control	Elig	**3471**	NC	**Other PA**
2120	Food Stamp Administrative Hearings	Elig	**3441**	**NAFS Program Integrity**	**Other PA**
2151	Medi-Cal Intake	Elig	NC	NC	**Other PA**
2153	Medi-Cal Continuing	Elig	NC	NC	**Other PA**
2155	Dual Choice	Elig	Deleted		
2170	County Medical Services Program - Non-RRP/CHEP	Elig	NC	NC	**Other PA**
2180	NAFS - IEVS	Elig	NC	NC	**Other PA**
2190	TANF - Probation Eligibility	Elig	NC	NC	**Other PA**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

1

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
2200	OCOP/GR - Eligibility	Elig	**3521**	OCOP/GR	**Other PA**
2230	Emergency Assistance (EA) - Child Welfare Services (CWS) Eligibility	Elig	NC	NC	**Social Services**
2250	Child Support	Elig	NC	NC	**Other PA**
2260	Child/Spousal Support Disregard	Elig	NC	NC	**CalWORKs**
2300	Adoption Assistance Program (AAP)	Elig	NC	NC	**Other PA**
2340	Fraud - FS AFIRM - Los Angeles (LA) County	Fraud	NC	Fraud - **NAFS** AFIRM - Los Angeles (LA) County	**Other PA**
2350	Child Care Health and Safety Self-Certification	Elig	**9011**	NC	**Child Care**
2390	Child Care Trustline - Eligibility	Elig	**9021**	**Child Care Trustline**	**Child Care**
2400	Transitional Child Care (TCC) Administration	Elig	**9051**	**Stage Two Child Care**	**Child C**
2420	Title-IV Child Care - CDE	Elig		Deleted	
2430	Supplemental Child Care (SCC) Administration	Elig	**9051**	**Stage Two Child Care**	**Child Care**
2460	Cal-Learn Administration - Eligibility	Elig	**6301**	**Cal-Learn Administration**	**CalWORKs**
2470	Cal-Learn Child Care Administration	Elig	**9091**	**Cal-Learn Child Care**	**Child Care**
2480	Nonfederal Cal-Learn Child Care Administration	Elig		Deleted	
2500	RRP - Medical Assistance	Elig	**3501**	**RRP Medical**	**Other PA**
2510	RRP - AFDC	Elig	NC	**Refugee Resettlement Program (RRP) Public Assistance**	**Other PA**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO TIME STUDY CODES - SORTED BY OLD CODE NUMBER

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
2530	RRP - County Medical Services	Elig	3501	**RRP Medical**	**Other PA**
2590	Refugee Cash Assistance/Entrant Cash Assistance Program (RCA/ECA)	Elig	3511	**Refugee Cash Assistance/Entrant Cash Assistance Program (RCA/ECA)**	**Other PA**
2620	U.S. Residency Project-FS	Elig	NC	U.S. Residency Project-**NAFS**	**Other PA**
2630	U.S. Residency Project-AFDC	Elig	NC	U.S. Residency Project-**CalWORKs**	**CalWORKs**
2650	ED/PP AFDC	Elig	6181	**CalWORKs Program Integrity**	**CalWORKs**
2660	ED/PP - NAFS	Elig	3441	**NAFS Program Integrity**	**Other PA**
2680	SAVE - Food Stamps	Elig	NC	**Systematic Alien Verification for Entitlements (SAVE) Program - NAFS**	**Other PA**
2690	AFDC - SAVE	Elig	NC	**CalWORKs Systematic Alien Verification For Entitlements (SAVE) Program**	**CalWORKs**
2710	SAVE - Medi-Cal	Elig	NC	NC	**Other PA**
2730	Early Fraud Detection/Prevention Program (EFD/P) - AFDC	Elig	Deleted (100% Fed/State Funding No Longer Applicable for CalWORKs - but is still OK for NAFS)		
2750	Early Fraud Detection/Prevention Program (EFD/P) - NAFS	Elig	NC	NC	**Other PA**
2780	AFDC Overpayment Collections	Elig	NC	**CalWORKs** Overpayment Collections	**CalWORKs**
2901	AFDC-Intake-CWPDP Control	Elig	6191	**CalWORKs California Work Pays Demonstration Project (CWPDP) Control**	**CalWORKs**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
2903	AFDC-Continuing-CWPDP Control	Elig	6191	**CalWORKs California Work Pays Demonstration Project (CWPDP) Control**	**CalWORKs**
2930	AFDC AFIRM - Los Angeles County	Elig	NC	**CalWORKs** AFIRM - Los Angeles County	**CalWORKs**
3010	AFDC Fraud	Fraud	NC	**CalWORKs** Fraud	**CalWORKs**
3050	Nonfederal AFDC Fraud	Fraud	NC	Nonfederal **CalWORKs** Fraud	**CalWORKs**
3100	Food Stamp (FS)	Fraud	NC	**NAFS** Fraud	**Other PA**
3150	Federal AFDC and FS Fraud	Fraud	NC	Federal **CalWORKs** and FS Fraud	**CalWORKs**
3200	Nonfederal AFDC and FS Fraud	Fraud	NC	Nonfederal **CalWORKs** and FS Fraud	**CalWORKs**
3300	In-Home Supportive Services (IHSS) Block Grant (CSBG)	Fraud	NC	NC	**Social Service**
3340	Fraud - FS AFIRM - Los Angeles County	Fraud	NC	Fraud - **NAFS** AFIRM -LA County	**Other PA**
3400	Early Fraud Detection Prevention (EFD/P) - Federal AFDC-FG/U	Fraud	NC	Early Fraud Detection Prevention (EFD/P) - Federal **CalWORKs**	**CalWORKs**
3410	EFD/P - NAFS	Fraud	NC	EFD/P - NAFS **(WFI)**	**Other PA**
3420	EFD/P - AFDC and FS	Fraud	NC	EFD/P - **CalWORKs** and FS	**CalWORKs**
3900	OCOP/GR - Welfare Fraud	Fraud	3521	**Other County Only Program (OCOP)/General Relief (GR)**	**Other PA**
3920	Fraud - AFDC AFIRM - LA County	Fraud	NC	Fraud - **CalWORKs** AFIRM - LA County	**CalWORKs**
3930	Fraud - PAFS AFIRM - LA County	Fraud	NC	NC	**CalWORKs**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO TIME STUDY CODES - SORTED BY OLD CODE NUMBER

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
3940	Fraud - AFDC AFIRM Evaluation	Fraud	NC	Fraud - **CalWORKs** AFIRM Evaluation	**CalWORKs**
3950	OCOP/GR - Non-EDP - Welfare Fraud	Fraud	**3481**	**OCOP/GR - Non-EDP**	**Other PA**
4051	GAIN-Orientation and Appraisal	Emp	**6201**	**WTW Pre-Assessment**	**CalWORKs**
4052	GAIN-Placement and Development Services	Emp		**Reclassified as "general" WTW caseworker activities - time studied to component.**	**CalWORKs**
4053	GAIN-JOB CLUB-Job Search Services	Emp	**6201**	**WTW Pre-Assessment**	**CalWORKs**
4054	GAIN-Assessment	Emp	**6241**	**WTW Assessment**	**CalWORKs**
4055	GAIN-Basic Education	Emp	**6221**	**WTW Post Assessment: Other**	**CalWORKs**
4056	GAIN-Vocational Training and Education	Emp	**6231**	**WTW Post Assessment: Vocational Education**	**CalWORKs**
4057	GAIN-Work Experience	Emp	**6221**	**WTW Post Assessment: Other**	**CalWORKs**
4300	Cal-Learn Administration - Employment Services	Emp	**6301**	**Cal-Learn Administration**	**CalWORKs**
4310	Cal-Learn Case Management - Casework Activity	Emp	**6171**	**Cal-Learn Case Management**	**CalWORKs**
4330	Cal-Learn Child Care Administration	Emp	**9091**	**Cal-Learn Child Care**	**Child Care**
4370	Nonfederal Cal-Learn Child Care Administration	Emp		Deleted	
4512	Nonfederal GAIN	Emp	NC	Nonfederal **WTW**	**CalWORKs**
4520	Child Care Trustline - Employment Services	Emp	**9021**	**Child Care Trustline**	**Child Care**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
4531	GAIN Child Care Administration	Emp	NC	**Stage One Child Care**	**Child Care**
4580	Non-GAIN Education & Training (NET) Child Care Administration (Miller)	Emp	**4531**	**Stage One Child Care**	**Child Care**
4640	Food Stamp Employment and Training Program	Emp	NC	NC	**Other PA**
4740	Refugee Cash Assistance (RCA)	Emp	**3511**	**Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA) Program**	**Other PA**
4780	Refugee Employment Social Services	Emp	NC	NC	**Other PA**
4800	Refugee Targeted Assistance	Emp	NC	NC	**Other PA**
4810	Child Care Health and Safety Self-Certification - Employment Services	Emp	**9011**	**Child Care Health and Safety Self-Certification**	**Child Care**
4820	OCOP/GR - Non-EDP- Employment Services	Emp	**3481**	**OCOP/GR - Non-EDP**	**Other PA**
4850	Title IV-A Child Care - CDE	Emp	Deleted		
4900	OCOP/GR - Employment Services	Emp	**3521**	**OCOP/GR**	**Other PA**
4920	GAIN-JOBS Basic Education Study (Riverside County)	Emp	NC	NC	**CalWORKs**
5420	CWS-MPS (AB 908)	Social	**5561**	NC	NC
5920	OCOP/GR - Non-EDP- Social Services	Social	**3481**	**OCOP/GR - Non-EDP**	**Other PA**
6040	OCOP/GR - Non-EDP- Eligibility	Elig	**3481**	**OCOP/GR - Non-EDP**	**Other PA**
6500	Nonallocable	Elig	NC	NC	**CalWORKs**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
7500	Nonallocable	Fraud	Deleted with Fraud Function		
8020	CWS-MPS (AB 908)	Emp	5561	NC	**Social Services**
8500	Nonallocable	Emp	Deleted with the Employment Services Function		
Not Previously Listed on a PCD			2110	**Food Stamp Issuance**	**Other PA**
No Prior Code			3531	**Nonallocable**	**Other PA**
No Prior Code			3491	**Medi-Cal Section 1931-Intake**	**Other PA**
No Prior Code			3492	**Medi-Cal Section 1931-Continuing**	**Other PA**
No Prior Code			6101	**CalWORKs - Jail Match (SB 1556)**	**CalWORKs**
No Prior Code			6111	**NAFS - Jail Match (SB 1556)**	**Other PA**
No Prior Code			6151	**Initial Eligibility Determination for CalWORKs, Food Stamp, and Medi-cal Programs**	**CalWORKs**
No Prior Code			6161	**Nonfederal CalWORKs Eligibility**	**CalWORKs**
No Prior Code			6211	**WTW Post-Assessment: Community Service**	**CalWORKs**
No Prior Code			6291	**Noncustodial Parent Employment and Training Demonstration Project (NCP)**	**CalWORKs**
No Prior Code			6311	**CalWORKs Transitional Services**	**CalWORKs**
No Prior Code			9001	**Stage One Transitional Child Care-Other**	**Child Care**
No Prior Code			9031	**State Only Child Care**	**Child Care**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

- Monitoring progress in meeting case plan objectives and updating the case plan.
- Management and supervision of the case, participation in case conferences, permanency planning meetings, and administrative reviews.
- Recruitment activities, developing and distributing resource material, consulting and coordinating with service providers and community based organizations.
- Activities that are directed towards enhancing, expanding or supporting the county's program of preventive services or out-of-home care.
- <u>Do not include</u> court document preparation or petition filing - these are code 147, CWS-Court Related activities.
- Travel time associated with any of the above activities.

Identify activities to the component.

    CODE 1481 EMERGENCY RESPONSE SERVICES
    CODE 1482 FAMILY MAINTENANCE SERVICES
    CODE 1483 FAMILY REUNIFICATION SERVICES
    CODE 1484 PERMANENT PLACEMENT SERVICES

CODE 1540   <u>CWS-CASE MANAGEMENT: VOLUNTARY FOSTER CARE PROGRAM</u>

    Includes activities directed to a specific child when the child is voluntarily placed in foster care.

- Refer to activities identified in CWS-Case Management.

CODE 2230 <u>EMERGENCY ASSISTANCE (EA) CHILD WELFARE SERVICES (CWS) - ELIGIBILITY</u>

    Includes eligibility determinations, screening for prior EA episode, approvals, denials, authorization actions, and issuance of notices.

<u>FAMILY PRESERVATION PROGRAM</u>

CODE 1590   <u>FAMILY PRESERVATION PROGRAM-SPMP</u>

    Refer to Code 1380, CWS-SPMP, for description of activities.
    Note: SPMP performing non-enhanced activities use Code 1680.

CODE 1680   <u>FAMILY PRESERVATION PROGRAM - HR</u>

    Refer to Program 144, CWS-HR for Medi-Cal Eligible Children, for description of activities.

CODE 1740   FAMILY PRESERVATION PROGRAM - TRAINING

Refer to Program 145, CWS-Training, for description of activities.

CODE 1750   FAMILY PRESERVATION PROGRAM - SERVICES/NONFEDERAL

Refer to Program 146, CWS-Services, for description of activities.

CODE 1770   FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: PREVENTIVE SERVICES

Refer to Program 148, CWS-Case Management, for description of activities.

CODE 1790   FAMILY PRESERVATION PROGRAM - CASE MANAGEMENT: FOSTER CARE

Refer to Program 148, CWS-Case Management, for description of activities.

CODE 1500   EARLY, PERIODIC, SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT)

Includes support activities for EPSDT, such as consultation, outreach, and follow-up, when performed by an EPSDT unit under contract to the local Child Health and Disability Prevention Agency. Does not include information and referral activities performed by eligibility workers.

CODE 1550   FOSTER FAMILY LICENSING

Includes recruitment, study, certification, licensing, and approval of foster family homes for children; recertification, renewal, suspension, revocation, and complaint investigation actions affecting licensing; public information on out-of-home care programs and supporting participation of the public in such care; licensing information/data system activities; and travel related to any of these activities.

CODE 1570   LICENSING - DAY CARE

Includes the provision of licensing requirements to facilitate the development of new family day care homes; evaluation and verification of the application, including the required onsite evaluation; renewal applications and site visit, if required; follow-up on complaints and deficiencies; and maintenance of a list of licensed family day care homes.

CODE 1580   **FOSTER FAMILY LICENSING - TRAINING**

Includes the following training activities for the Foster Family Licensing Program:

- Preparing and providing training to prospective foster parents on foster family home licensing requirements.
- Participating in continuing training received after induction training.
- Participating in short term training provided by outside agencies.
- Participating in training conferences.

CODE 1600   **CHILD CARE AND DEVELOPMENT PROGRAM**

Includes eligibility determination, service arrangement, and associated case management for child care provided under the standard agreement between the county and California Department of Education.

CODE 1670   **CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT (CAPIT)**

Includes the provision of services for child abuse and intervention.

CODE 1820   **INDEPENDENT LIVING PROGRAM (ILP) - CASE MANAGEMENT**

Includes ILP case management activities for children: assessing the need for ILP services, developing the ILP service plan, and referring the child to services.

CODE 1840   **ILP - SERVICES**

Includes the provision of ILP services to children: independence counseling; providing training on occupational and college preparatory high school classes, financial aid and scholarships, the acquisition of social security cards, medical history information, birth certificates or other proof of birth, housing and home management; and other necessary services.

CODE 5040   **AB 2129 Foster Parent Training**

Includes time spent preparing for and providing short-term training to current and prospective foster parents.

CODE 5060   **AB 2129 Foster Parent Recruitment**

Includes time spent performing foster parent recruitment activities for the AB 2129 Foster Parent Training and Recruitment Program, and travel associated with the recruitment activities.

CODE 5131 EA-ER APPLICATION COMPLETION

Includes time spent completing the EA-ER application. Time spent obtaining the parents signature on the EA application may be included.

CODE 5132 EA-ER TRAINING

Includes time spent preparing for and providing EA-ER training for staff.

CODE 5134 EA-ER REFERRALS

Includes time spent receiving emergency referrals, assessing whether the referral is a child welfare services referral, completing the ER protocol, and investigating the emergency allegations, including the collateral contacts. Also includes time spent closing those cases in which the allegations are unfounded. For those cases in which the allegations are not unfounded, includes time spent in investigation activities, including reporting to the Department of Justice and noticing the parents regarding the temporary custody of the child.

FAMILY PRESERVATION AND SUPPORT PROGRAM (FPSP)

CODE 5150 FAMILY PRESERVATION SERVICES

Activities include, but are not limited to, services designed to help families alleviate crises that might lead to out-of-home placement of children; services that maintain the safety of children in their home; services that support families preparing to reunite or to adopt a child; information and referral services.

CODE 5160 FAMILY SUPPORT SERVICES

Family Support activities include, but are not limited to, home visitation, parent education, information and referral services, family counseling services, respite care for parents and other caregivers, early development of children to assess the needs of children, literacy services, and health education for children and parents.

CODE 5230 OPTIONS FOR RECOVERY RECRUITMENT

Program Code 5230, Options for Recovery Recruitment, has been established to capture time spent performing Foster Parent recruitment activities for the Options for Recovery Program.

CODE 5330   FFA-SAN MATEO COUNTY

This program code has been established to capture time spent by caseworkers and support staff on county-operated FFA activities. It is restricted to San Mateo County only.

CODE 5561   CWS-MPS (AB 908)

A home visiting model of supportive services provided to minor parents and their child(ren) to assist them in creating a healthy and safe environment. MPS activities include: Provision of in-home based services, in-home visits, on-going assessments of the minor parent and his/her child(ren), and referrals to appropriate community services.

PRIOR CODES:
5420   CWS-MPS (AB 908)
8020   CWS-MPS (AB 908)

CODE 5440   CWS-MINOR PARENT INVESTIGATIONS (MPI) (AB 908)

This program code has been established to capture social worker time spent performing in-person investigation activities for teen pregnancy disincentive requirements. Investigations activities include:

1. Completing an in-home investigation of a minor parent's allegation of risk of abuse/neglect, and returning the CA 25s to the eligibility worker indicating the results of the investigation;
2. Completing an in-person assessment of the minor parent and his/her child(ren);
3. Developing a safety plan that will include MPS for the minor parent and his/her child(ren); and
4. Referral of minor parent to other available services.

CODE 5500   NONALLOCABLE

Includes vacation, breaks, sick leave, jury duty, holidays, and any other paid time-off; also include dock, furlough, and leave without pay time.

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO TIME STUDY CODES - SORTED BY OLD CODE NUMBER

OLD CODE	OLD NAME	OLD FUNCTION	NEW CODE	NEW NAME	NEW FUNCTION
1900	OCOP/GR - Social Services	Social	**3521**	**OCOP/GR**	**Other PA**
2011	AFDC-FG/U-Intake	Elig	**6141**	**CalWORKs Eligibility**	**CalWORKs**
2013	AFDC-FG/U-Continuing	Elig	**6141**	**CalWORKs Eligibility**	**CalWORKs**
2015	TANF Data Collection	Elig	**6141**	**CalWORKs Eligibility**	**CalWORKs**
2040	AFDC - IEVS	Elig	NC	**CalWORKs - IEVS**	**CalWORKs**
2051	AFDC-FC - Intake	Elig	**3451**	**AFDC Foster Care Eligibility**	**Other PA**
2053	AFDC-FC - Continuing	Elig	**3451**	**AFDC Foster Care Eligibility**	**Other PA**
2061	AFDC-FC - Intake - Voluntary	Elig	**6131**	**AFDC Foster Care Eligibility - Voluntary Program**	**Other PA**
2063	AFDC-FC - Continuing - Voluntary	Elig	**6131**	**AFDC Foster Care Eligibility - Voluntary Program**	**Other PA**
2080	AFDC Administrative Hearings	Elig	**6181**	**CalWORKs Program Integrity**	**CalWORKs**
2101	NAFS-Intake	Elig	**3431**	**NAFS Eligibility**	**Other PA**
2103	NAFS-Continuing	Elig	**3431**	**NAFS Eligibility**	**Other PA**
2105	NAFS-Quality Control	Elig	**3471**	NC	**Other PA**
2120	Food Stamp Administrative Hearings	Elig	**3441**	**NAFS Program Integrity**	**Other PA**
2151	Medi-Cal Intake	Elig	NC	NC	**Other PA**
2153	Medi-Cal Continuing	Elig	NC	NC	**Other PA**
2155	Dual Choice	Elig	Deleted		
2170	County Medical Services Program - Non-RRP/CHEP	Elig	NC	NC	**Other PA**
2180	NAFS - IEVS	Elig	NC	NC	**Other PA**
2190	TANF - Probation Eligibility	Elig	NC	NC	**Other PA**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO TIME STUDY CODES - SORTED BY OLD CODE NUMBER

	OLD			NEW	
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
2200	OCOP/GR - Eligibility	Elig	**3521**	OCOP/GR	**Other PA**
2230	Emergency Assistance (EA) - Child Welfare Services (CWS) Eligibility	Elig	NC	NC	**Social Services**
2250	Child Support	Elig	NC	NC	**Other PA**
2260	Child/Spousal Support Disregard	Elig	NC	NC	**CalWORKs**
2300	Adoption Assistance Program (AAP)	Elig	NC	NC	**Other PA**
2340	Fraud - FS AFIRM - Los Angeles (LA) County	Fraud	NC	Fraud - **NAFS** AFIRM - Los Angeles (LA) County	**Other PA**
2350	Child Care Health and Safety Self-Certification	Elig	**9011**	NC	**Child Care**
2390	Child Care Trustline - Eligibility	Elig	**9021**	**Child Care Trustline**	**Child Care**
2400	Transitional Child Care (TCC) Administration	Elig	**9051**	**Stage Two Child Care**	**Child C**
2420	Title-IV Child Care - CDE	Elig		Deleted	
2430	Supplemental Child Care (SCC) Administration	Elig	**9051**	**Stage Two Child Care**	**Child Care**
2460	Cal-Learn Administration - Eligibility	Elig	**6301**	**Cal-Learn Administration**	**CalWORKs**
2470	Cal-Learn Child Care Administration	Elig	**9091**	**Cal-Learn Child Care**	**Child Care**
2480	Nonfederal Cal-Learn Child Care Administration	Elig		Deleted	
2500	RRP - Medical Assistance	Elig	**3501**	**RRP Medical**	**Other PA**
2510	RRP - AFDC	Elig	NC	**Refugee Resettlement Program (RRP) Public Assistance**	**Other PA**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

COUNTY EXPENSE CLAIM, MARCH 1998 QUARTER
SUMMARY OF CHANGES TO TIME STUDY CODES - SORTED BY OLD CODE NUMBER

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
2530	RRP - County Medical Services	Elig	**3501**	**RRP Medical**	**Other PA**
2590	Refugee Cash Assistance/Entrant Cash Assistance Program (RCA/ECA)	Elig	**3511**	**Refugee Cash Assistance/Entrant Cash Assistance Program (RCA/ECA)**	**Other PA**
2620	U.S. Residency Project-FS	Elig	NC	U.S. Residency Project-**NAFS**	**Other PA**
2630	U.S. Residency Project-AFDC	Elig	NC	U.S. Residency Project-**CalWORKs**	**CalWORKs**
2650	ED/PP AFDC	Elig	**6181**	**CalWORKs Program Integrity**	**CalWORKs**
2660	ED/PP - NAFS	Elig	**3441**	**NAFS Program Integrity**	**Other PA**
2680	SAVE - Food Stamps	Elig	NC	**Systematic Alien Verification for Entitlements** (SAVE) **Program - NAFS**	**Other PA**
2690	AFDC - SAVE	Elig	NC	**CalWORKs Systematic Alien Verification For Entitlements** (SAVE) **Program**	**CalWORKs**
2710	SAVE - Medi-Cal	Elig	NC	NC	**Other PA**
2730	Early Fraud Detection/Prevention Program (EFD/P) - AFDC	Elig	Deleted (100% Fed/State Funding No Longer Applicable for CalWORKs - but is still OK for NAFS)		
2750	Early Fraud Detection/Prevention Program (EFD/P) - NAFS	Elig	NC	NC	**Other PA**
2780	AFDC Overpayment Collections	Elig	NC	**CalWORKs** Overpayment Collections	**CalWORKs**
2901	AFDC-Intake-CWPDP Control	Elig	**6191**	**CalWORKs California Work Pays Demonstration Project (CWPDP) Control**	**CalWORKs**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

	OLD			NEW	
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
2903	AFDC-Continuing-CWPDP Control	Elig	6191	**CalWORKs California Work Pays Demonstration Project (CWPDP) Control**	**CalWORKs**
2930	AFDC AFIRM - Los Angeles County	Elig	NC	**CalWORKs** AFIRM - Los Angeles County	**CalWORKs**
3010	AFDC Fraud	Fraud	NC	**CalWORKs** Fraud	**CalWORKs**
3050	Nonfederal AFDC Fraud	Fraud	NC	Nonfederal **CalWORKs** Fraud	**CalWORKs**
3100	Food Stamp (FS)	Fraud	NC	**NAFS** Fraud	**Other PA**
3150	Federal AFDC and FS Fraud	Fraud	NC	Federal **CalWORKs** and FS Fraud	**CalWORKs**
3200	Nonfederal AFDC and FS Fraud	Fraud	NC	Nonfederal **CalWORKs** and FS Fraud	**CalWORKs**
3300	In-Home Supportive Services (IHSS) Block Grant (CSBG)	Fraud	NC	NC	**Social Service**
3340	Fraud - FS AFIRM - Los Angeles County	Fraud	NC	Fraud - **NAFS** AFIRM -LA County	**Other PA**
3400	Early Fraud Detection Prevention (EFD/P) - Federal AFDC-FG/U	Fraud	NC	Early Fraud Detection Prevention (EFD/P) - Federal **CalWORKs**	**CalWORKs**
3410	EFD/P - NAFS	Fraud	NC	EFD/P - NAFS **(WFI)**	**Other PA**
3420	EFD/P - AFDC and FS	Fraud	NC	EFD/P - **CalWORKs** and FS	**CalWORKs**
3900	OCOP/GR - Welfare Fraud	Fraud	3521	**Other County Only Program (OCOP)/General Relief (GR)**	**Other PA**
3920	Fraud - AFDC AFIRM - LA County	Fraud	NC	Fraud - **CalWORKs** AFIRM - LA County	**CalWORKs**
3930	Fraud - PAFS AFIRM - LA County	Fraud	NC	NC	**CalWORKs**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility
Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the
3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
3940	Fraud - AFDC AFIRM Evaluation	Fraud	NC	Fraud - **CalWORKs** AFIRM Evaluation	**CalWORKs**
3950	OCOP/GR - Non-EDP - Welfare Fraud	Fraud	3481	OCOP/GR - Non-EDP	Other PA
4051	GAIN-Orientation and Appraisal	Emp	6201	WTW Pre-Assessment	CalWORKs
4052	GAIN-Placement and Development Services	Emp		**Reclassified as "general" WTW caseworker activities - time studied to component.**	**CalWORKs**
4053	GAIN-JOB CLUB-Job Search Services	Emp	6201	WTW Pre-Assessment	CalWORKs
4054	GAIN-Assessment	Emp	6241	WTW Assessment	CalWORKs
4055	GAIN-Basic Education	Emp	6221	WTW Post Assessment: Other	CalWORKs
4056	GAIN-Vocational Training and Education	Emp	6231	WTW Post Assessment: Vocational Education	CalWORKs
4057	GAIN-Work Experience	Emp	6221	WTW Post Assessment: Other	CalWORKs
4300	Cal-Learn Administration - Employment Services	Emp	6301	Cal-Learn Administration	CalWORKs
4310	Cal-Learn Case Management - Casework Activity	Emp	6171	Cal-Learn Case Management	CalWORKs
4330	Cal-Learn Child Care Administration	Emp	9091	Cal-Learn Child Care	Child Care
4370	Nonfederal Cal-Learn Child Care Administration	Emp		Deleted	
4512	Nonfederal GAIN	Emp	NC	Nonfederal **WTW**	**CalWORKs**
4520	Child Care Trustline - Employment Services	Emp	9021	**Child Care Trustline**	**Child Care**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility
Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the
3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
4531	GAIN Child Care Administration	Emp	NC	**Stage One Child Care**	**Child Care**
4580	Non-GAIN Education & Training (NET) Child Care Administration (Miller)	Emp	**4531**	**Stage One Child Care**	**Child Care**
4640	Food Stamp Employment and Training Program	Emp	NC	NC	Other PA
4740	Refugee Cash Assistance (RCA)	Emp	**3511**	**Refugee Cash Assistance/Entrant Cash Assistance (RCA/ECA) Program**	Other PA
4780	Refugee Employment Social Services	Emp	NC	NC	Other PA
4800	Refugee Targeted Assistance	Emp	NC	NC	Other PA
4810	Child Care Health and Safety Self-Certification - Employment Services	Emp	**9011**	**Child Care Health and Safety Self-Certification**	**Child Care**
4820	OCOP/GR - Non-EDP- Employment Services	Emp	**3481**	**OCOP/GR - Non-EDP**	Other PA
4850	Title IV-A Child Care - CDE	Emp	Deleted		
4900	OCOP/GR - Employment Services	Emp	**3521**	**OCOP/GR**	Other PA
4920	GAIN-JOBS Basic Education Study (Riverside County)	Emp	NC	NC	CalWORKs
5420	CWS-MPS (AB 908)	Social	**5561**	NC	NC
5920	OCOP/GR - Non-EDP- Social Services	Social	**3481**	**OCOP/GR - Non-EDP**	Other PA
6040	OCOP/GR - Non-EDP- Eligibility	Elig	**3481**	**OCOP/GR - Non-EDP**	Other PA
6500	Nonallocable	Elig	NC	NC	CalWORKs

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
7500	Nonallocable	Fraud	Deleted with Fraud Function		
8020	CWS-MPS (AB 908)	Emp	5561	NC	**Social Services**
8500	Nonallocable	Emp	Deleted with the Employment Services Function		
Not Previously Listed on a PCD			2110	**Food Stamp Issuance**	**Other PA**
No Prior Code			3531	**Nonallocable**	**Other PA**
No Prior Code			3491	**Medi-Cal Section 1931-Intake**	**Other PA**
No Prior Code			3492	**Medi-Cal Section 1931-Continuing**	**Other PA**
No Prior Code			6101	**CalWORKs - Jail Match (SB 1556)**	**CalWORKs**
No Prior Code			6111	**NAFS - Jail Match (SB 1556)**	**Other PA**
No Prior Code			6151	**Initial Eligibility Determination for CalWORKs, Food Stamp, and Medi-cal Programs**	**CalWORKs**
No Prior Code			6161	**Nonfederal CalWORKs Eligibility**	**CalWORKs**
No Prior Code			6211	**WTW Post-Assessment: Community Service**	**CalWORKs**
No Prior Code			6291	**Noncustodial Parent Employment and Training Demonstration Project (NCP)**	**CalWORKs**
No Prior Code			6311	**CalWORKs Transitional Services**	**CalWORKs**
No Prior Code			9001	**Stage One Transitional Child Care-Other**	**Child Care**
No Prior Code			9031	**State Only Child Care**	**Child Care**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.

OLD			NEW		
CODE	NAME	FUNCTION	CODE	NAME	FUNCTION
	No Prior Code		**9041**	**Child Care Pilot Project**	**Child Care**
	No Prior Code		**9061**	**Child Care Capacity Building Program**	**Child Care**
	No Prior Code		**9071**	**Stage Three Child Care**	**Child Care**
	No Prior Code		**9081**	**Nonallocable**	**Child Care**

NC = no change; **Bold type** identifies changes; Emp = Employment Services Function; Elig = Eligibility Function; Fraud = Welfare Fraud Function; Social = Social Services

PLEASE NOTE: This table represents only those codes that have either changed or been added in the 3/98 quarter. Codes that are not included in this table have not changed in the 3/98 quarter.